



Montana Arts Council Artists in Schools & Communities Grant Guidelines

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Program Description

The Montana Arts Council, an agency of state government, develops the creative potential of all Montanans, advances education, spurs economic vibrancy and revitalizes communities through involvement in the arts.

The Montana Arts Council strives to provide access to quality arts learning to develop the creative potential of Montanans of all ages.

Towards that end, the Artists in Schools and Communities program provides matching funds that support a wide range of arts learning experiences and artist residencies for participants of all ages with professional working artists, as well as other special projects that support arts learning in schools and community settings.

Who Can Apply

The Montana Arts Council awards grants to Montana organizations that are not-for-profit and exempt from federal income tax under Section 501(a), which include the 501(c)(3) designation of the Internal Revenue code, or are units of government, public educational institutions, or local chapters of tax-exempt national organizations.

Deadlines

The deadline for MAC's Arts Learning Partners ONLY is 5:00 pm, Friday, May 16, 2014 for projects occurring between July 1, 2014 and June 30, 2015.

All other Artists in Schools and Communities grant deadlines are ongoing. The Montana Arts Council is currently taking application for projects occurring between July 1, 2014 and June 30, 2015.

You must apply at least six weeks in advance of the start date of your project for requests under \$2,000.

You must apply at least three months in advance of the start date of your project for a residency or for requests of \$2,000 or more (an exception will be made for projects with a start date between July 1 and August 31. Please contact Emily Kohring immediately if this is your situation at (406) 444-6522).

Contacts and Accessibility

If you are uncertain or have any questions about the application and process, it is highly recommended that you contact Emily Kohring, Director of Arts Education, ekohring@mt.gov or 406-444-6522 before you submit your application. For budget or

technical assistance or to request a large-print or alternate format guideline or application, please contact Kristin Han Burgoyne, Grants and Database Director and Accessibility Coordinator, kburgoyne@mt.gov or 406-444-6449.

Funding

Grants up to \$10,000 are available and must be matched 1:1 with other funds (MAC will provide a 2:1 match for first-time applicants, Class C schools, or small rural schools supervised by a county superintendent).

Grant monies will be distributed until the funding for the fiscal year (July 1-June 30) is depleted. Sponsors may receive no more than one grant of \$2,000 or more or two grants that are less than \$2,000 from Artists in Schools and Communities per year.

Grant requests under \$100 will not be considered.

Activity Categories

The Artists in Schools and Communities (AISC) program supports a wide range of arts learning activities (lasting from as short as a few hours to as long as a year) by professional artists and teaching artists in a variety of settings. Settings can include, but are not limited to: schools, arts facilities, community centers, social service agencies, prisons, elder care facilities, early childhood centers, libraries and other public spaces.

The AISC program also supports Montana arts organizations that provide arts learning activities locally, regionally and statewide, as well as touring companies.

The Artists in Schools and Communities program consists of four distinct components, which provide participatory experiences in arts learning that increase or strengthen participants' knowledge and skills in the arts.

- 1 **Arts Learning Partners:** Arts Learning Partners are select Montana arts organizations that have a proven record of providing high-quality arts learning experiences to participants both regionally and across the state of Montana. To become an Arts Learning Partner, an arts organization must have received Artist in Schools and Communities funding for three years in a row with positive feedback from participants and sponsors and clear indicators of success based on stated goals for arts learning. Arts Learning Partners grants are renewable each year up to \$10,000 based on availability of funding.
 - Arts organizations interested in applying to become an Arts Learning Partner should contact Director of Arts Education Emily Kohring at (406) 444-6522 or ekohring@mt.gov
- 2 **Arts Learning Experiences:** The Arts Learning Experience consists of arts learning projects lasting from one to four hours with a **core group** of learners.

The Arts Learning Experience may include a performance by the artist(s), but must also include a hands-on, participatory learning activity for a **core group** of participants with the artist or arts organization, either before or after the performance, that increases the participants knowledge and skill in the art form (MAC **does not fund** demonstrations, lectures, artist talks or readings that do not engage the participants in participatory, hands-on learning).

- A **core group** is defined as no more than 30 participants at a time engaged in hands-on learning activities with an artist or arts organization. Under our guidelines, we recommend an artist or arts organization work with no more than four core groups per day.

Examples of Arts Learning Experiences:

- A Shakespeare company performs a one-hour version of a Shakesperean comedy for a high school, and afterward the actors visit English classes to teach workshops on speaking Shakesperean verse.
- A jazz saxophonist visits a middle school band program, and after giving a brief performance for the band students, he gives the brass students a clinic on playing jazz music.
- A dance company touring to a local performing arts center does a variety of movement workshops on the day before their performance with local nursing homes and senior centers.

- 3 **Artist Residencies:** These consist of five or more hours of hands-on, participatory instruction for each **core group** (see definition above) of participants *with the same teaching artist(s)*. The time may be concentrated or spread out over several weeks or months.

Examples of Artist Residencies:

- A ceramics artist may visit a 3rd-grade classroom once a week over a 12-week period to teach different methods of working with clay to form pottery.
- A media artist may visit an after school program at the Boys and Girls club two times a week during the summer break to teach middle school students beginning filmmaking.
- A creative writing teacher leads a poetry workshop on a weekly basis at a local shelter for homeless men. At the end of the 4-month program, an informal poetry and writing slam is held where the men read their work aloud.

- 4 **Special Projects:** This funding broadly supports the creation of projects that establish, expand, or advance both school curriculum and arts education programming – for example, workshops or mentoring for classroom teachers or teaching artists, or training for arts organization staff on arts learning topics.

Note: If you are an individual teacher seeking a professional development opportunity for arts learning, you may be eligible for our Strategic Investment Grant. Please see the guidelines for this grant [here](#).

Examples of Special Projects:

- A local museum produces a series of short videos published on their website that shows teachers new ways to engage their students in looking at works of art in their collection, connected to the Common Core English Language Arts Standards, for viewing in advance of their class field trip to the museum.
- An arts organization engages a consultant for a series of workshops to train their teaching artists to engage participants on the autism spectrum during residency work in the community.

Note: *Special Projects requests are made by submitting an online Letter of Intent rather than by standard AISC application. It is recommended you contact Emily Kohring, Director of Arts Education at 406-444-6522 to discuss your proposed Special Project before submitting your Letter of Intent.*

Very important! All arts learning activities must be hands-on, experiential and process-oriented, so it's important for the artists engaged in the project to be able to clearly communicate the concepts and skills of the chosen art form and to relate well to people in a variety of educational settings. The criteria for funding an arts learning grant is that participants learn the fundamental skills and knowledge of an art form.

What We Do Not Fund

- Performances or assembly programs without accompanying hands-on, experiential and participatory educational activities
- Traveling expenses for staff
- Marketing expenses
- Receptions and related food expenses
- Scholarships
- Contests for teachers or students
- Projects that have already been completed
- Purchase of curriculum materials
- Equipment
- Reference manuals
- Universities, colleges or departments thereof, unless the primary emphasis is community outreach
- Recovery of Indirect Costs is not allowed on this grant
- Grant requests under \$100

Arts Learning Program Disciplines

Arts Learning Experiences and Residencies are offered in the following discipline areas:

Visual Arts: Including painting, printmaking, ceramics, fabric arts, sculpture, architecture, design and photography. Typically, a visual artist sets up a studio in a classroom or other appropriate space and teaches from there. Please consult with the artist to determine space, supply, and equipment needs. Note: Mural projects generally require two weeks or more to complete.

Media Arts: Film/video, audio, and computer animation residencies generally require access to technology. Be sure to consult with the media artist about tech requirements in advance. Video productions require residencies of two weeks or more.

Traditional/Folk Arts: Folk artists teach and celebrate traditional artistic expressions in order to pass on a particular culture's shared sense of beauty, identity and values. Folk Arts may include traditional beading, quilting, woodcarving, fiddling, gospel singing, or various forms of dance and storytelling.

Folklorist Residency: This is a more specialized residency coordinated by a folklorist (or someone with comparable knowledge) who is trained to do fieldwork and specializes in the folk heritage, traditions and arts of a particular place or people. It may involve some or all of the traditional arts and crafts listed above and may be structured as follows:

- 1) The folklorist does fieldwork in order to identify local traditional artists with the help of students, teachers and/or community members. From this work, folk arts and folklife are defined
- 2) Residency activities are then planned, and assessment tools designed
- 3) Local or visiting traditional artists are invited to perform, demonstrate and/or conduct workshops

Performing Arts: Available in dance, theatre, opera/music theatre, and music. Activities can take place in the classroom, but access to other spaces like a stage, gym, band room or (for dance) any space with a wooden floor might be helpful.

Literary Arts: Poets, playwrights and fiction writers are available for residencies. While the scheduling requirements listed under Residency Planning below generally apply, Sponsors must be particularly careful not to over-schedule the writer. Writers must spend a good deal of time reading and critiquing student work outside of class which may mean cutting back on the number of classes the writer conducts during the day.

Multi-disciplinary Projects: These residencies involve two or more artists in different disciplines and include collaborative projects where all artists are involved in its design and execution. Applicants interested in developing such a project must consult with MAC staff before submitting an application.

How to Apply

If this is your first application in the Artists in Schools and Communities category, or you are a previously unsuccessful applicant, it is highly recommended that you contact Director of Arts Education Emily Kohring to discuss your application process. (406) 444-6522 or ekohring@mt.gov.

Link to Online Application

The Artists in Schools and Communities Grant is an online application. The application is available online at:

<https://www.grantinterface.com/montanaarts/Common/LogOn.aspx>

- Give yourself plenty of time. DO NOT WAIT UNTIL THE FINAL DAY to begin this online process.
- If you do not have an existing MAC grant account: Click "Create New Account" to register and create an applicant profile. If you already have an account with the online grant management system (Foundant Grant Lifecycle Manager): Enter your login (e-mail address) and the password you chose when you set up your account. Click the "Log On" button. On the right side of the screen is a green bar with "Apply" in white text. Click "Apply" and click the appropriate link to access a blank application form. If you have forgotten your password, do not create a new account. Instead, click the Forgot your Password link, enter your User ID, and your password will be emailed.
- If you have any trouble with the online process, call MAC's office and ask for Emily or Kristin at (406) 444-6548. We are here to help!

Preparing Your Application

- Review guidelines carefully. Call our Director of Arts Education, Emily Kohring, with any questions – (406) 444-6522
- Once you have selected your artist(s), have careful dialogue with them about what he or she does, and come to an agreement on your goals and outcomes for the project. It may take several phone conversations or long emails. The time you put into pre-planning and good communication with the artist in advance will pay off in a great project.
- Agree on a schedule with the artist(s) with as much detail as possible. Put it in writing so there is mutual understanding that avoids miscommunication later.
- Draft your application narrative: Be concise and specific in the narrative, address all the questions, and be sure to consider the "Required" components. You will need to consult with the artist to answer narrative questions. Be sure your artist(s) has read and responded to your narrative before you submit!
- **A successful grant narrative addresses the following:**

1. A detailed description of the project with arts learning activities that are hands-on, participatory experiences, increasing or strengthening participants' knowledge and skills in the arts, with an emphasis on the process – not a polished product.
2. Clear and measurable learning objectives tied to the Montana Standards for Arts.
3. A plan for effective assessment that measures student growth and learning in the art form. Possible formats might include a checklist, a rubric, or a portfolio of the participants work. You can download assessment examples [here](#).
4. Evidence of the quality and creativity of the proposed program and the Sponsor's ability to carry it out within the time allotted.
5. A description of the Core Groups of participating students or adults who work directly with the artist(s). Each core group must not exceed 30 individuals.
6. A clearly defined schedule for the project.
7. A rationale for why the artist, company or arts organization was chosen for the project.
8. Evidence of efforts to identify and minimize barriers so that a diverse group of people can access this opportunity. Barriers might be: physical, intellectual, emotional, geographic, cultural, and/or economic.
9. **For Artist Residencies**, a description of the planning process between the Sponsor and the Artist or Arts Organization.
10. **For Artist Residencies**, a plan to engage the larger community and give the students an opportunity to share their newfound knowledge of the art form.
 - Present a realistic budget – make sure it supports the objectives of your project, provide sources where asked on the Budget Form, and check your math (see more detailed information about completing your budget on p. 9).
 - Proofread carefully, checking for errors in spelling, punctuation and grammar. It can make the difference between being funded or not funded!
 - Have someone who knows nothing about the project read your application for clarity – they may help you understand where your narrative can be strengthened.
 - Have the application signed by both the artist and the person legally authorized to bind your organization to a contractual obligation.
 - Grant writing for this program does not require specialized training or expertise, however, the Montana Arts Council gladly offers assistance. Call Emily at (406) 444-6522. Again, she is here to help! Most grants are a “yes” or a “maybe” If

they are a “maybe” we will work with you until we get to a “yes” as long as your application meets the criteria and funding is available.

- Important: Keep a copy of the completed application for your records.
- Inform the Montana Arts Council as soon as possible with any changes in your contact person, address, phone number, email, or other pertinent application information.

How to Build Your Artists in Schools and Communities Budget

Sponsors must develop a budget that itemizes the following:

Expenses:

- Artist Fee (as published in the Artist Registry on our website at <http://www.art.mt.gov> or in conversation with the artist) The Montana Arts Council recommends that the individual teaching artist be paid no less than \$45.00 per contact hour with students; however, the final decision rests with the residency artist.
- Per Diem: (Note: Travel and lodging reimbursements cannot be paid to artists or companies based in the same town or city as the Sponsor. Also, the final decision on any proposed reduction of per diem rests with the residency artist.) For current travel, meals and lodging rates see: <http://art.mt.gov/travelrate.asp>
- Special art materials: Basic and common supplies used during the residency are the responsibility of the Sponsor (e.g., paper, crayons, glue, and paint.) The Montana Arts Council may partially fund the cost of special art supplies or other extraordinary materials unique to your residency or special project, but please note that funding is provided only for student grade papers, brushes and paints, etc. Reimbursement for special supplies will require receipts. Please provide a detailed list if supplies are included in your budget.

Revenue:

- Projected revenue generated by admissions to public events and/or exhibitions, publications or other sources (Please indicate revenue sources).
- Other funds received or anticipated – for example, from business sponsorships, PTA, school district, other grants received, etc. (Please indicate funding sources).

What the Arts Council Can Fund:

The Montana Arts Council **may** fund up to 1/2 of cash project expenses.

The Montana Arts Council **may** fund up to 2/3 of cash project costs for:

- Class C schools

- Community organizations and schools applying for the first time
- Small rural schools supervised by county superintendents

This table explains the maximum the Arts Council can reimburse Sponsors for individual artists or company residencies:

Type	Indiv MAX	Individual 2/3	Company MAX	Company 2/3
Arts Experience	\$180/ 4 hours	\$240/ 4 hours	\$900/ 4 hours	\$1,200/ 4 hours
Artist Residency	\$900/ 20 hrs	\$1,200/ 20 hrs	\$1,800/ 20 hrs	\$3,600/ 20 hrs

Match: All grants must be matched in cash, dollar-for-dollar, except those granted 2/3 funding which require a 1/3 cash match. Montana Arts Council Artists in Schools and Communities grants cannot be matched by federal funds.

How to Choose an Artist, Company, Folklorist or Arts Organization

The Montana Arts Council maintains an **Artists in Schools and Communities Registry** on our website for your use in this program (www.art.mt.gov). If you do not have access to the Internet, a list of artists with brief descriptions will be sent upon request. Sponsors are welcome to contact the artist or arts organization on the registry for more information – for example, to request a written sample of a playwright’s work, or a DVD of a performing artist’s work.

Artists that are not on the registry may also be considered for arts learning projects in schools and communities. A resume or biography and appropriate work samples which provides evidence they are working professional artists with teaching experience must accompany your application.

Criteria for choosing artists should include:

- Artistic excellence
- Experience as a practicing artist, folklorist or performing company on a professional level
- Effective communication and teaching skills necessary to:
 - Share ideas clearly and concisely
 - Actively engage participants in the creative process
 - Provide creative ideas for lesson plans and be able to implement them
- Teaching experience, field work or prior arts learning or residency activity
- Strength and diversity of artist’s references (It is the responsibility of the Sponsor to check artist's references, including those artists on the MAC Artists in Schools and Communities Registry)

Signatures

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. The artist, folklorist or arts organization must also

sign the completed application. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Terms and Conditions. Applicants must keep a complete signed copy of the application on file.

For Applicants in the Artist Residency Category

Required Artist Residency Pre-Planning

The most creative, rewarding, and successful Artists Residencies are **planned cooperatively** between the artist, folklorist or arts organization and the host organization (the Sponsor). Each residency is the unique result of the collaboration between the Sponsor and the artist. Naturally, **longer residencies require more** extensive pre-planning. Think about how to help prepare all involved for the residency to maximize the learning outcomes for all participants.

A residency site coordinator and a planning committee (typically representing the Sponsor) should be designated to handle details and oversee the residency. This might include scheduling, artist hospitality, publicity, documentation and making sure there are no barriers that prohibit active participation for all.

At least one planning meeting between the artist(s) and Sponsor is necessary before the grant is submitted to determine: overall goals of the residency, expectations of the participants, and a detailed schedule of activities. The answers to the grant application's narrative questions must be developed with the artist. Artists need to receive a completed application and read it over before they sign Section D of the application.

Set aside some time the first day for all staff of the Sponsor organization to meet the artist. This might be only 15 minutes, but it gives the artist a chance to introduce her or himself and give a short description of what will be accomplished during the residency. Remember to include staff like custodians and school secretaries – schools that have done this say it makes a big difference in the success of the residency.

Sample Week-Long Project Schedule

You will be asked to include a project schedule in your application. Here is a sample of what that might look like:

- Arts Learning Experience dates are hypothetically October 4-8

Planning meeting September 27, 4:30-6:30 PM with host coordinator, artist, teachers, and representatives from the senior center and the Boys & Girls Club

Monday 10/4	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mrs. Brown's Kindergarten	Lunch Break	1-2 PM Senior Center group	3-4 PM teacher workshop
Tuesday	8-9 AM	9:10-10:00	Break	11:30-12:30	3:30-4:30 PM

10/5	Mr. Grey's 10th grade	Mr. Smith's 8th Grade		Moose Club Luncheon / presentation	Boys & Girl's Club
Wednesday 10/6	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Miss Green's 3rd grade	Lunch with the History Club	Break	7-8 PM PTA meeting
Thursday 10/7	8:00-8:30 Mrs. Brown's Kindergarten	9-10 AM Mr. Smith's 8th Grade	10:15-11:15 Mr. Grey's 10th Grade	Break	2:00-3:00 Miss Green's 3rd grade
Friday 10/8	9-10 AM Mr. Smith's 8th Grade	Break	Break	3-4 PM 8th graders rehearsal / exhibit hanging	7:30-9:30 performance/ exhibit

Application Checklist

- ☐ Completed online **Application** form signed by both artist and Sponsor
- ☐ Complete project **Budget**, including itemized expenses and revenues
- ☐ Clear and concise answers to all **Narrative** questions describing arts experience, residency or special project
- ☐ If the artist, folklorist or arts organization for whom you are requesting funding is not listed in the Artists Registry, his/her **Resume** must be included. It is also highly recommended that the artist include work samples (photos, lesson plan samples or video documentation).
- ☐ A **Schedule** that includes all project activities, including core group sessions, artist performances, teacher workshops, and, for Artist Residencies ONLY, planning meetings and public event(s)

Review Process for Artists in Schools and Communities Grants

All Artists in Schools and Communities applications over \$2000 will be reviewed by a subcommittee of Montana Arts Council members from across Montana. You will be notified of the date and time of your grant review, and the committee will meet either in person or by teleconference. All Montana Arts Council grant review meetings are open to the public. Applicants will be identified by name and all information submitted is public information. The public may either attend, if it is a live meeting, or listen to these teleconference meetings at the Montana Arts Council office (830 N Warren, Helena, MT). Please call the office (406-444-6430) to confirm meeting time and inform us that you plan to attend.

Applicants are requested to refrain from contacting council members, individually or as a group, before or during the meeting process. Applicants attending the meeting as observers will not be allowed to speak about their application, thereby not having an unfair advantage over those who are not in attendance.

The minutes from the review conference are available upon request and applicants are encouraged to contact MAC staff after the review to receive these minutes. Committee

discussions provide insights about effective grant writing and how your application is perceived and understood.

Applications under \$2000 are reviewed by the Director of Arts Education and ratified by the members of the Arts Council.

Notification

When a grant is awarded, the Sponsor will receive an award email notification.

Once approved, no changes may be made to the grant for its duration or scope unless requested by the Sponsor in advance, and approved in writing by the Arts Council. The application is a legal document. Sponsors that do not follow the terms of the application may be required to return Arts Council funding, jeopardizing future funding.

Payment

For Arts Learning Partners: Once the contract is signed and returned to the Arts Council, payment will be processed within 30 days, provided all other MAC grants to the organization are up-to-date in their reporting. All final reports are due within one month of project completion.

For Arts Learning Experiences and Artist Residencies under \$2000: **The Sponsor must pay the artist the full amount, including travel and per diem on the last day of the project. Payment to the Sponsor will then be made within 30 days of the Montana Arts Council's approval of final reports from the Artist and Sponsor.** All final reports are due within one month of project completion.

Special Projects and Artist Residencies over \$2000: Once the contract is signed and returned to the Arts Council, payment will be processed within 30 days, provided all other MAC grants to the organization are up-to-date in their reporting. All final reports are due within one month of project completion.

***PLEASE READ: New for Final Reports in FY15**

1. **Required Project Documentation:** all AISC grantees will be required to submit three pieces of supporting documentation in their final report. Documentation may include samples of student artwork or writing related to the project (these may be photographs of the artwork and not the actual artwork); photos or video of the artist working with the participants; websites created during the project; newspaper or media pieces about the project, or any other artifacts that help make visible the newfound skills and knowledge in the arts gained by the participants.
2. **Share your appreciation for the public value of the arts by thanking your elected officials.** The arts are of benefit to all the citizens of Montana and are worthy of state and federal investment. We encourage you to extend personal

invitations to school board members, local officials and legislators to attend any community events you hold during the arts learning project, and to write thank you letters to your local legislators letting them know the impact the arts learning project funded by the Montana Arts Council had on your community. Find out how to contact your Montana legislators at [http://leg.mt.gov/css/find a legislator.asp](http://leg.mt.gov/css/find_a legislator.asp).

Please send a copy of letters you send to your elected officials to Emily Kohring, Director of Arts Education at ekohring@mt.gov, or to PO Box 202201 Helena, MT 59620-2201. Also, if an elected official accepts an invitation to attend one of your community events, please let us know.